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## Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Administrative Service

DATE: 5 May 1952

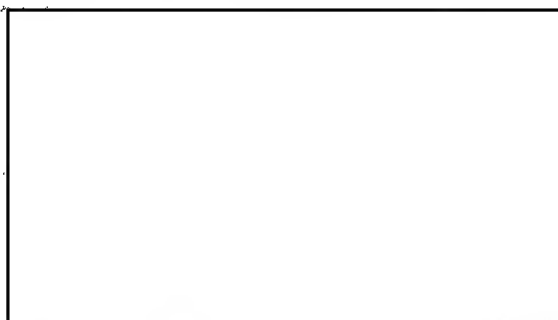
FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - April 1952

The following report of activities of the Transportation Division during the month of April is submitted pursuant to your request.

## 1. Truck Operations:

The following truck operations were performed during the month:



216 local hauls in and around Washington

## 2. Que Building Motor Pool Operations:

430 Total trips made  
 19.5 average number of trips per day  
 6322 total miles operated  
 287.3 average miles per day  
 2.8 average number of cars in pool per day  
 14.7 average miles per trip  
 17.4 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
February	10,269	615	513.4
March	8,442	632	402.
April	6,322	430	287.3

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 21,682 passengers, and average of 985.5 per day.

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3. Following is a report of the activities of the  Garage: 25X1

During the month seven (7) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		
*Labor	- \$1099.50	53
Parts	- 1096.63	
Repair Jobs Performed Outside		
Labor	- \$ 18.75	2
Parts	- 56.94	
Maintenance Work		
*Labor	- \$1371.50	87
Parts	- 36.35	

\*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars Washed	- 194
Cars Lubricated	- 123
Other Service Jobs	- 110

The total value of labor performed by the Mechanics in the garage during the month was \$2471.00, compared with their salaries of \$858.75, indicating a saving of \$1612.25. The value of labor performed by the Mechanic's Helpers was \$1403.55 compared with salaries of \$916.64, indicating a saving of \$486.91, an overall saving of \$2099.16 for the month.

During the month the Transportation Division hauled 2,585 cases, total weight 360,212 pounds to the various ports and air terminals for export shipment. 25X1

4. Fifty-seven (57) passenger cars operated 61,211 miles; thirty-five (35) trucks operated 38,947 miles; while six (6) buses operated 12,847 miles, a grand total of 113,005.

5. Volume of work and flow of personnel through the Shipping Branch of the Transportation Division was as follows:

Rail Reservations  
Airline Reservations  
S.S. Reservations  
Hotel Reservations

Foreign Travelers  
Domestic Travelers  
Trans. Requests

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